

Roanoke Christian Camp

CHURCH Reservation Form – Day Use Only

Complete this form & return to RCC with your Certificate of Insurance.

Please write your event date on the memo line of your check.

We suggest that you copy all forms for your own records.

Date(s) of Event: _____ Initial Contact: _____

Type of Event: _____

Sponsoring Group: _____ Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Estimated Number of Attendees: _____

Arrival Time: _____ (must not arrive before 12:00 p.m.)

Departure Time: _____ (camp closes at sundown)

Day Event Cost:

The cost for our supporting church groups is by donation only. All donations are sincerely appreciated to help defray expenses associated with your event.

Certificate of Insurance:

To cover the cost of insurance, we need to have a copy of your church's Certificate of Insurance on file with the camp as a rider for the day(s) of your event.

Rental includes:

Multipurpose Building
Pavilions/Picnic Shelters
Playground
Camp Grounds
Swimming Pool (when available)

Rental **DOES NOT** include:

Kitchen
Low Ropes Course

Conditions of Agreement:

This reservation is **TENTATIVE** until RCC receives reservation form, signed policy form and deposit.

I (we) agree to be fully responsible for the proper use of the facilities and grounds in a Christian manner.

I (we) agree to leave the camp the way it was found and will be financially responsible for any damages.

I (we) agree that I (we) will *not* hold Roanoke Christian Camp liable for any injuries.

I (we) agree that all children will be properly supervised at all times and that an adult will always be present in the pool area if anyone is swimming.

I (we) agree that Roanoke Christian Camp is a smoke-free, alcohol-free and pet-free facility.

Signature

Roanoke Christian Service Camp Supporting Church Rental Policies

GUARANTEE POLICY

If you have spoken to the camp management and requested a date, that date will be held for you for **2 weeks**. Your request will be dated and placed on our calendar as Tentative at the time of your initial contact. To guarantee your date on our calendar, you need to return to Roanoke Christian Service Camp a signed Rental Policies form, a signed Reservation form and a copy of your church's certificate of insurance with the camp as a rider for the day of your event.

CERTIFICATE OF INSURANCE

To cover the cost of insurance, we need to have on file a copy of your church's certificate of insurance with the camp as a rider for the day of your event. Please contact your insurance company to request that the camp be added as a rider for your event day. If you are unable to provide insurance information, the camp will incur additional expense from its insurance company for your event. In this case, the camp can let your group know what the approximate cost will be.

RULES & EXPECTATIONS

- The neighborhood speed limit is 25 MPH. The campus wide speed limit is 5 MPH. To insure safety please adhere to both.
- Park in the areas designated by the camp staff.
- Do not move mattresses. This includes moving them from room to room or from bunk to bunk.
- Out of respect for our neighbors please keep noise to a minimum from 9pm to 9am. (i.e. No loud music or shouting)
- Absolutely NO food, snacks, or drinks (with the exception of water) in the dorms.
- Kitchen appliances are off limits, with the exception of the ice makers, coffee maker, refrigerator, and microwave.
- All food, snacks and drinks in our refrigerators and freezer are off limits.
- Do not deface or alter the property or buildings. (i.e. staples, paint, screws, etc.)

CLEAN UP POLICY

- All trash bags in cans and trash should be picked up over entire camp and deposited in dumpster located behind the Dining Hall.
- Floors swept and mopped.
- Sports equipment, carpet balls and basketballs should be returned to the door of the Sports Equipment Storage room.
- Chairs in Gym and Dining Hall should be stacked neatly along the sides.
- All posters, schedules, etc. removed from buildings and grounds.
- Tables in Dining Hall, if used, wiped off with a solution of warm soapy water.
- All pool equipment and chairs placed neatly along the inside perimeter of the pool area.

Thank you for preparing for the next group.

Your group is responsible for leaving the camp the way you found it.

If damage is done to the property you will be billed for the costs of repairs

I have read and understand the above Rental Policies: _____
Signature

If you have any questions contact the office at (252)946-5329 or
office@roanokechristiancamp.com